Introduction to WREGIS Generator Registration and Reporting

Load serving entities (LSEs) are required to use the Western Renewable Energy Generation Information System (WREGIS) to track and report their Renewables Portfolio Standard (RPS) procurement as part of California's RPS compliance. This document provides an overview of the steps required for using WREGIS for RPS verification, and includes instructions for the following:

- Authorizing WREGIS to send reports to the California Energy Commission and the California Public Utilities Commission (CPUC)
- Creating and naming retirement subaccounts
- Retiring Renewable Energy Credits (RECs) in WREGIS
- Importing e-Tags into a WREGIS Account
- Submitting a State/Provincial/Voluntary Compliance Report
- Submitting a CA e-Tags Report

Information about registering a generating facility with WREGIS can be found on the WREGIS website at www.wregis.org by selecting "Join WREGIS," under the "Generating Unit Registration" header. Training slides are available on the WREGIS website at: https://www.wecc.biz/TrainingAndEducation/Pages/WREGIS.aspx. Contact the WREGIS Help Desk at wregishelp@wecc.biz or 888-225-4213 for additional assistance.

A. Initial Steps for Using WREGIS

LSEs must report annually to the Energy Commission on the number of RPS-eligible RECs they retired for the RPS for the previous calendar year. Publicly owned utilities (POUs) must additionally report information regarding energy scheduled into a California Balancing Authority (CBA), either from an RPS-certified facility not directly connected to a CBA or from a facility providing incremental electricity scheduled into a CBA to firm and shape renewable energy. To prepare for reporting this information to the Energy Commission, each LSE should ensure it has completed and submitted a current WREGIS Account Holder Disclosure Authorization release form to WREGIS authorizing WREGIS to release its company's RPS compliance information to the Energy Commission. The WREGIS Account Holder Disclosure Authorization form can be downloaded from the WREGIS website at www.wregis.org by selecting "Join WREGIS," under the "Account Forms" header.

In the Disclosure Information section of the WREGIS Account Holder Disclosure Authorization form, please include the following:

> **Authorized Recipient:** CEC
> **Contact Name:** CEC
> **Contact Address:** 1516 9th St., MS-45
> **Contact City, State, Zip/Postal:** Sacramento, CA 95814
> **Contact Telephone:** 916-654-4669
> **Contact Email:** RPSTrack@energy.ca.gov

Retail sellers, in addition to authorizing WREGIS to release information to the Energy Commission, must authorize WREGIS to release information to the CPUC. In the Disclosure Information section of an additional WREGIS Account Holder Disclosure Authorization form, please include the following:

> **Authorized Recipient:** CPUC
> **Contact Name:** CPUC
> **Contact Address:** 505 Van Ness Ave
> **Contact City, State, Zip/Postal:** San Francisco, CA 94102
> **Contact Telephone:** 415-703-3072
> **Contact Email:** rpscompliance@cpuc.ca.gov

B. REC Retirement Reporting for Retail Sellers and POUs

The following instructions for using WREGIS for RPS compliance are also provided in Chapter 7: Annual Load-Serving Entity Reports in the *RPS Eligibility Guidebook, Ninth Edition*[1]:

1. **Creating designated "CA RPS" retirement subaccounts** – Retirement subaccounts should be named depending on the reporting year, LSE type, and the expected REC Portfolio Content Category (PCC) classification. For example, for reporting year 2016, retirement subaccounts should be named as follows:

   a. POUs within a CBA, the retirement subaccounts must be named:

      i. 2016 CA RPS PCC0

      ii. 2016 CA RPS PCC1

      iii. 2016 CA RPS PCC2

      iv. 2016 CA RPS PCC3

   b. POUs <u>not</u> within a CBA, the retirement subaccounts must be named:

      i. 2016 CA RPS PCC0

      ii. 2016 CA RPS BNDL

      iii. 2016 CA RPS TREC

   c. The retirement subaccount name for retail sellers must be:

      i. 2016 CA RPS RTSL

2. **Transferring WREGIS Certificates into Retirement Subaccounts** – To retire a WREGIS Certificate for RPS compliance, you must retire the Certificate(s) by transferring it from your Active Subaccount to the appropriate Retirement Subaccount for that reporting year. Follow the instructions for a certificate transfer in the WREGIS training slides:

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[1] The *RPS Eligibility Guidebook, Ninth Edition*, can be found on the Energy Commission webpage at this link: http://www.energy.ca.gov/portfolio/.

https://www.wecc.biz/Administrative/WREGIS%20User%20Training%20Slides.pdf. You must select Forward Transfer, Standing Order, or One-Time Transfer, as appropriate. Additionally, Forward Transfers and the Standing Order Transfers can be set up automatically for contracts executed before January 1, 2005, that do not contain explicit terms and conditions specifying the ownership or disposition of the RECs, and for contracts executed after January 1, 2005, pursuant to the federal Public Utility Regulatory Policies Act of 1978. Setting up these automatic certificate transfers will ensure that procurement from these contracts is not traded and is counted toward the retail seller's or POU's RPS obligations, although this is not recommended by WREGIS as retirements are final.

a. **Retiring Certificates in WREGIS:**

   i. Identify the desired Generating Unit(s) and Generation Month(s) representing the certificates you wish to retire by checking the box(es) next to it. Enter the certificate quantity from the batch(es) that you wish to transfer to your CA RPS retirement subaccount. Select the "Batch Transfer" at the top of the screen, and click the "Retirement" radio button.

   ii. In the drop-down box of retirement subaccounts in the retirement section, select the retirement subaccount you created for a specific reporting year.

   iii. Under "Retirement Type," select the box next to "Used by the Account Holder for a State-Regulated Utility Renewable Portfolio Standard/Provincial Utility Portfolio Standard."

   iv. Under "Retirement Details," select "California" for "State/Province" and select the appropriate year for "RPS Compliance Period."

   v. Under "Reason," the options to select are "In-State Power/Province Resource" or "Out of State/Province Resource –eTag." Because SB X1-2 distinguishes between certificates from facilities interconnected (directly connected) to a CBA and those not interconnected to a CBA, select the option "In-State Power Purchase" for WREGIS certificates from facilities interconnected to a CBA. The option "Out of State/Province Resource" option should be selected for WREGIS certificates from facilities not interconnected to a CBA. In some cases the applicable deliveries may not be available in WREGIS. LSEs must report any Out of State/Province Resources using WREGIS, but in these cases would select "Out of State/Province Resource – e-Tag Not Available in WREGIS," and submit delivery information using the e-Tag Report in the RPS Online System.

   vi. Select "Submit."

3. **Importing e-Tags into your WREGIS Account** – This only applies to LSEs who must demonstrate final e-Tag schedule data for PCC1 and PCC2 claims as part of their RPS compliance. Please note that retail sellers should follow these instructions but submit their e-Tag Report to the CPUC instead of the Energy Commission. Additional

information can be found in the WREGIS NERC e-Tag Training Slides located on the WREGIS website at: https://www.wecc.biz/TrainingAndEducation/Pages/WREGIS.aspx. The following summarizes the process:

a. For the e-Tags to be imported into WREGIS, the e-Tags must contain both the appropriate Purchasing-Selling Entity (PSE) code for the Entity to whom the WREGIS account e-Tags will be imported into, and the generator's RPS identification (ID) number.

b. Note that the WREGIS Administrator adds Purchasing Selling Entity (PSE) Codes to your WREGIS account by written request (either mail or email) to the WREGIS Administrator. These codes can be obtained from your scheduler.

c. Your scheduler must enter your RPS-eligible facilities' RPS identification number in the Misc. field of the Physical Path of the e-Tag for the corresponding PSE code importing the e-Tags into WREGIS when scheduling energy delivery into California, and it must be in the format "RPS_ID." A maximum of up to ten RPS ID numbers can be listed in the Misc. field, but must be on one line only of the physical path. The RPS ID number is provided by the Energy Commission and is located on the Energy Commission's website at:

http://www.energy.ca.gov/portfolio/documents/rps_certification.html.

d. The e-Tags available in your WREGIS account may be viewed by selecting "e-Tag Summary Report" in the "Account Holder Reports" module. If you have requested the service but do not see any tags in your WREGIS account, please check with your schedulers to ensure that the tagging guidelines have been followed.

4. **Filing a State/Provincial/Voluntary Compliance Report from WREGIS:**

a. Select the "State/Provincial/Voluntary Compliance Report" from the "Account Holder Reports" module.

b. Use the drop-down boxes "From Month" and "To Month" to specify the retirement month and year during which the certificates were retired in WREGIS (NOT the vintage month/year).

c. Under "Retirement Subaccounts," select "All Subaccounts."

d. Under "Retirement Type," select "State/Provincial Portfolio Standards" and select the "Go" button.

e. Use the filter at the top of the "SubAccount" column and enter the appropriate year.

f. Please double-check your report to ensure that all information is correct and complete. The State/Provincial/Voluntary Compliance Report only needs to contain the headers below; additional columns will be removed:

      i.   Account Holder

     ii.   SubAccount

    iii.   Retirement Types

    iv.   State/Province

     v.   Certification #

    vi.   Compliance Period

   vii.   WREGIS GU ID

  viii.   Generator Plant-Unit Name

    ix.   Fuel Type

     x.   Vintage Month

    xi.   Vintage Year

   xii.   Certificate Serial Numbers

  xiii.   Quantity

  xiv.   eTag

   xv.   Action Date

g. Click the icon 👥⬇ on the upper far right of your State/Provincial/Voluntary Compliance Report to "Export." This will open a pop-up screen titled "Report Export Request."

h. The annual report and attestation must be submitted electronically to the Energy Commission by the due date, typically July 1, of each year.

i. Select "Email" radio button at the top of the pop-up window and "CSV" at the bottom by "Report Format."

All LSEs send reports to:

Contact Name: CEC
Contact Address: 1516 9th St., MS-45
Contact City, State, Zip/Postal: Sacramento, CA 95814
Contact Email: RPSTrack@energy.ca.gov

Retail Sellers ONLY – also send reports to:

Contact Name: CPUC
Contact Address: 505 Van Ness Ave
Contact City, State, Zip/Postal: San Francisco, CA 94102
Contact Email: rpscompliance@cpuc.ca.gov

j. Select "Request" to submit.

5. **Filing an e-Tag Summary Report (POUs Only)** – POUs with PCC1 claims from non-CBA facilities and/or PCC2 claims are required to submit a "CA e-Tags Report" to report e-Tags that are matched with claims in the "State/Provincial/Voluntary Compliance Report." Please confirm that your e-Tags are in your WREGIS account before filing your State/Provincial/Voluntary Compliance Report. The following summarizes the process:

   a. Go to www.wregis.org and login to your account by selecting the "WREGIS Login" button on the left hand side of the page.

   b. Select the "eTag Summary Report" from the "Account Holder Reports" module on the left side of your screen. Select the tab labeled "CA eTags" to view the "CA e-Tags Report." The Energy Commission will no longer accept the "Matched e-Tags Report," or "Available e-Tag Summary Report."

   c. Use the drop-down boxes "From Month" and "To Month" to specify the date range of the e-Tags matched to certificates in your WREGIS account and select the "Go" button.

   d. Please double-check your report to ensure that all information is correct and complete.

   e. Click the icon 👥⬇ on the upper far right of your CA e-Tags Report to "Export." This will open a pop-up screen titled "Report Export Request."

   f. Select "Email" radio button at the top of the pop-up window and "CSV" at the bottom by "Report Format." POUs enter the following contact information:

   > **Contact Name:** CEC
   > **Contact Address:** 1516 9th St., MS-45
   > **Contact City, State, Zip/Postal:** Sacramento, CA 95814
   > **Contact Email:** RPSTrack@energy.ca.gov

   g. Select "Request" to submit.